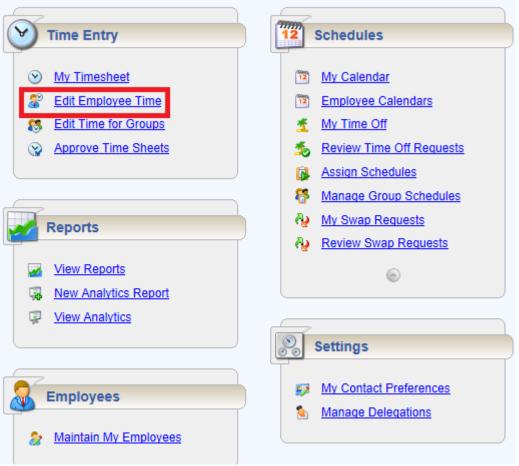


DHSS Job Aid 19: Amending Timesheets

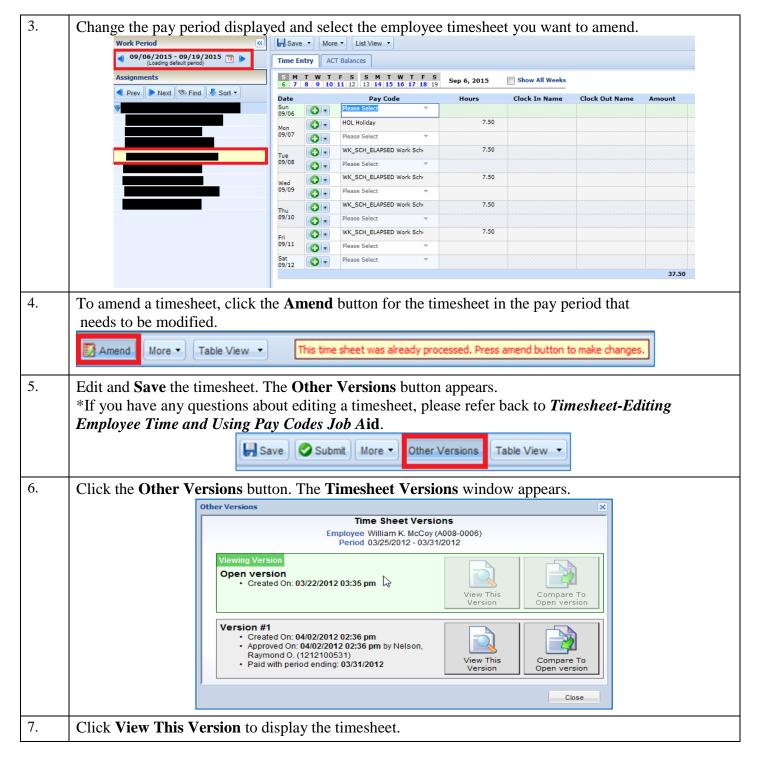
1. The Amending timesheets function is used when you are updating a prior pay period that payroll has already processed within a 28 day timeframe. This would be used for any retro or historical hour changes; anything over 28 days you must complete an amendment request form and contact your local HR office. An example of how the 28 days are applied is below:

Data Entry Period* (System dates)	# of Editable Days Past	Current Pay Period	Amendment Pay Periods
04/06 - 04/16 *04/19 = EOPP	28	04/02 – 04/05	03/19 -04/01 03/05 -03/18
04/17- 04/19 (noon) *04/19 = EOPP	28	04/02 – 04/05	03/19 - 04/01

2. From the dashboard, click on **Edit Employee Time** in the **Time Entry** window.

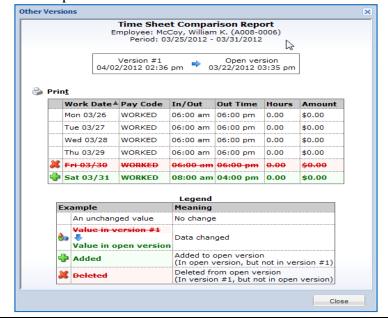








8. Click **Compare To Open Version** to list the differences between the two versions. A pop-up window displays the results of the comparison.



- 9. After viewing the comparison, you can print the results, or close the window to return to the timesheet. Once the amendment is made the timesheet needs to be approved by the manager to flow to payroll.
- 10. Once a timesheet has been amended it must be approved to flow to payroll.
- 11. If it is beyond the 28 day timeframe you need to contact HR. The manager needs to complete the amendment request form found on the DHSS eSTAR website and send it to their local HR office.